

**EDITING AND ENCODING GUIDELINES FOR THE
1ST QUARTER 2008 LABOR TURNOVER SURVEY (LTS)
RIDER QUESTIONNAIRE**

Hard-to-fill Occupations

1. Duration of filling up the vacancy should be expressed in months.
2. In computing for the duration of filling up the vacancy, the following editing rules should be considered:

RESPONSE	TREATMENT
"-" (in the "filled-up" column, which means continuing)	Use May 2008 as the end date.
"continuing" (in the "open" and "filled-up" columns)	Use January 2007 and May 2008 as the starting date and end date, respectively. Hence, the duration is equal to 17 months.
starting date is not equal to 2007 but the year of the end date is equal to 2007	Compute the duration of filling up the vacancy using the specified dates.
specific month, day and year (either/both in the "open" and "filled-up" columns) were specified	Consider only month and year that was specified.
Duration does not coincide with the reference period. (e.g., 07/2006-12-2006; 01/2008-06/2008)	Disregard and line out the entry.

3. Reasons why hard to fill -
 - Get the main reason, that is, the first reason stated.
4. Starting salary
 - Entries should be numeric and expressed in peso.
 - If the response was expressed in daily rate, convert it to monthly rate by multiplying it by 26 days.
 - If the response is "confidential", encode 1.
 - If there is no response, just leave the field as blank.
5. Minimum Educational Level
 - Encode entry as is and take into consideration the following labeling convention for this field.

RESPONSE	ENCODING CONVENTION
No grade completed	No grade completed
Elementary undergraduate	Elem undergrad
Elementary graduate	Elem grad
High School undergraduate	HS undergrad
High School graduate	HS grad
Vocational undergraduate	Voc undergrad

RESPONSE	ENCODING CONVENTION
Vocational graduate	Voc grad
College undergraduate	College undergrad
College graduate	College grad
Masters undergraduate	Masters undergrad
Masters graduate	Masters grad
Doctoral undergraduate	Doctoral undergrad
Doctoral graduate	Doctoral grad
Post undergraduate	Post undergrad
Post graduate	Post grad

6. Main Skills/Specialization

- Encode entry as is.

7. Year of experience

- Entries should be expressed in years.
- Entries are numeric with 2 decimal points.
- If the response is expressed in range, take the average.

8. TESDA Skills Certification

- Encode entry as is.

Easy-to-fill Occupations

9. Number of vacancies

- Entries should be numeric.

10. Number of applicants

- Entries should be numeric.

11. For Question number 2

- Encode 1 to correspond with the checked response.
- If "Others" option was checked, assure that there is an entry in the "specify" field.

12. For Question number 3

- Entries should be numeric.
- Accepted entries are 1 and 0 only (1, if the response is Yes and 0, if the response is No).
- Encode name of school/s listed.

13. For Question number 4

- Entries should be numeric.
- Accepted entries are: 0, 1, 2, 3 and 4.
- If there are 2 responses, add the average of the 2 chosen responses and check appropriate option corresponding to its sum.

- If the response for Question number 2 is one of the following: classified ads, internet and private recruitment agency, the response for Question number 4 should not be “No cost”. If this is the case, validate the response with the establishment.
- If the response for Question number 2 is one of the following: word of mouth; network of relatives; Phil JobNet; Public Employment Office; through Labor Unions; Vacancy posting outside firms/schools; Jobs Fair and Promotion with the company, the response for Question number 4 should be “No cost”. However, if this is not the case, validate the response with the establishment. After validating with the respondents and still they specified that they incurred cost, just make a remark explaining why they have incurred cost.

14. For Question number 5

- Entries should be numeric.
- Accepted entries are 1, 2 and 3.

15. For Question number 6

- If most of the answers in question number 5 are good, the answer in question number 6 should not be “Have deteriorated”.
- If most of the answers in question number 5 are poor, the answer in question number 6 should not be “Have improved”.